

**Visual Graphic Technology:**

VGT is a job readiness course that can prepare students for entry to mid-level employment for a print shop, publisher, specialty print shop, quick printer, and ad agency or marketing department. Students learn skills in computer layout using programs such as Adobe PageMaker and Photoshop. They learn about design requirements for pre-published projects such as business cards, letterheads, forms, brochures, catalogs, ads and flyers. Students also gain skills on mass production equipment such as digital duplicators or offset presses and binding and finishing equipment. Students also gain practical job skill hours by being involved in VGT job production, which includes products for the school/institution or other service learning projects. Completion of the course takes an average of 800 hours.

**Welding:**

Students will participate in study and testing in the following skills areas: Oxyacetylene safety welding, brazing, cutting, T.I.G. and M.I.G., and welding-plasma arc cutting. They will receive hands-on instruction in arc and M.I.G. welding in all positions; T.I.G. welding on steel, stainless steel, and aluminum; plasma arc cutting on steel, stainless steel and aluminum; and M.I.G. welding, including spoolmatic welding on aluminum. The program takes an average of 845 hours to complete.

**Technical Math:**

Basic math skills required for all technical trades as well as trades specific math requirements. May be taught as a separate class and prerequisite for trades classes or as part of a trades class.

**Introduction to Computers:**

Basic Windows course using MDOC developed modules and keyboarding using Mavis-beacon software. Recommended that this be taught as a separate class or in a learning lab situation. Should be required for all CTE students and is a prerequisite for Business Education Technology.

**Workplace Skills:**



Applied skills\_\_reading, math, language, vocabulary related to specific job areas), basic skill review, job related social skills, computer literacy, employment searches, and portfolio development. Targeted audience includes prisoners with a high school diploma and within three years of release.



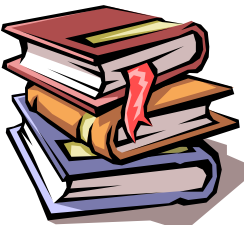
**Pre-Release:**

Students entering the Pre-release classes will not only learn a variety of skills related to obtaining and keeping employment, but will also receive instruction in the areas of self-awareness and community reintegration. This class is designed to address these areas from the ex-offenders perspective. Students, who complete the course, will receive a certificate. Ideally, students will be enrolled in Pre-release classes as close as possible to their release date.

*To the extent possible, you will be transferred to a facility that best matches your educational needs. However, if we're unable to transfer you to a facility offering the programming you are most interested in, check with the Program Classification Director at your facility to explore alternate educational options.*



**ACADEMIC  
&  
VOCATIONAL  
OPPORTUNITIES**



***Courtesy of:  
Reception & Guidance  
Education Staff,  
Jackson, Michigan***

**General Information**

At the Reception Center, our goal is to accomplish the following tasks: The first is to determine whether each prisoner has, or does not have a high school diploma or GED. High school verification will be requested via e-mail, fax, phone or U.S. mail service. GED status will be determined by contacting GED Testing Center and/or Department of Career Development

Per Department policy (PD 05.02.112 Education Programs for Prisoners) prisoners who do not possess a verified GED or high school diploma, must enroll in school as soon as possible after their arrival in prison. Prisoners, who refuse to attend ABE/GED classes, may be subject to any one or more of the following:

A sanction, room restriction, indigent pay forfeiture, loss of good time and or negative parole consideration.

In some cases a GED exemption will be considered. This GED completion exemption form, which is initiated by school staff and approved or disapproved by the Warden, will allow a prisoner to be exempted from the GED completion requirement based on a specific set of criteria.

The second task is to TABE test every prisoner entering the reception. Placement in ABE/GED class is based on the results of the Test of Adult Basic Education (TABE), which will first be given here, then on an annual basis until the prisoner completes his GED. The TABE is also used to determine eligibility for certain work assignments.

The final task completed at reception is the administration of a vocational interest and aptitude/survey called Career Scope. This instrument will be given to all prisoners who have been identified as having their high school diploma or GED certificate.

## **EDUCATIONAL PROGRAMS OFFERED IN THE MDOC:**

### **Academic:**

Adult Basic Education (ABE) and General Education Development (GED). The major goal of the ABE/GED program is to prepare students to take the GED. Students will only be allowed to take this test following the successful completion of all the criteria as established by the Academic School. Students will be placed in class based on TABE scores and/or records from previous institutions.

### **Special Education:**

Special Education programs and services shall be provided to prisoners 21 years of age or younger who have a diagnosed disability.

### **English as a Second Language:**

English Literacy classes will be available at designated centers for those prisoners struggling with language barriers, including those who do not speak or read fluent English.

### **Career and Technical Education:**

Currently the Department offers 13 vocational trades and three skill review/perquisite programs for prisoners. The following is a list of each course name and a brief description:

#### ***Auto Body Repair:***

Students entering the Auto Body repair program will learn the basics of auto body restoration and repair, including bumping, painting, and disassembly and reassembly of fenders, doors and hoods. They will also complete the core complements of shop safety, basic automotive construction and shop skills development. Students will receive a certificate after successfully completing an average of 720 hours in the program.



#### ***Auto Mechanics:***

The program begins with a core program of shop safety, basic automotive construction and shop skills development. After completion of the core program, students will move to the four required areas of study: engine repair, brakes, electrical systems and tune-up, and engine performance. Students are required to take the Michigan certification tests in any three of the four primary skill areas. Students will receive a certificate after completing program requirements, which take an average of 550 hours.



#### ***Building Trades:***

Students completing the program will have a strong base of knowledge and experience in the building trades field. They will receive instruction in the basics of carpentry, drafting, plumbing, and electricity. The course will offer hands-on experience working on various projects. This program requires an average of 800 hours for a completion certificate.



#### ***Business Education Technology:***

The BET class is a self-paced computer-training program. The class includes keyboarding, consumer math, and instruction in Microsoft Office 2000, particularly the components of Word, Excel and PowerPoint. Completion certificate requirements take an average of 585 hours.



#### ***Custodial Maintenance Technology:***

Upon completion of the program students will be prepared for employment as an institutional janitor or in a cleaning service business. Textbook instruction will cover the following skills areas: restroom care, floor care, cleaning chemicals, carpet and upholstery care, and safety and health. Students will receive hands-on instruction in the use of tools and equipment of the trade including, high speed buffers, strippers, and cleaning aids. This course requires an average of 200 hours for a completion certificate.

#### ***Electronics***

The core curriculum consists of Direct Current (DC), Alternating Current (AC) and Semi-Conductor Technology. It will take approximately 650 hours of classroom, lab, and exams to complete. The supplementary subject matter will include advanced study in Digital and Microprocessor Electronics (200 hours), Certified Electronics Technician Exams (100 to 300 hours) and other certificate programs, which will include Industrial Electronics (Robotics), Computer Repair and A+ certification.



#### ***Food Service/Hospitality Management:***

The general focus of the FSHM programs is to educate and facilitate information pertaining to the growing food service and hospitality industry. The curriculum encompasses all food service operations and emphasizes safety and sanitation in compliance with the Food Code. Students utilize texts, videos, guest speakers, teacher instruction, team instruction and lab work in a restaurant kitchen and classroom setting. Hospitality and management are integrated components, and supplementary programs will offer instruction in areas such as lodging, nutrition, and catering. The varieties of instructional experiences are relevant and meaningful to real employment situations. The program requires an average of 600 hours for a completion certificate. This program will also offer the opportunity to earn Safe Serve and National Restaurant Association certification.



#### ***Horticulture:***

Students will be required to complete a core course in horticulture including the following areas of study: greenhouse management, plant science, landscaping, fruit and vegetable gardening, and turf management. Students will have an opportunity for hands-on instruction preparing garden beds, planting trees, flower and vegetable crops, and/or working in a greenhouse. They will receive training in areas related to establishing and



maintaining turf and ornamental plants. To receive a certificate, a student must complete the core and one supplementary program. Students will also be given the opportunity to prepare for Pesticide Control and Nurseryman certification. It will take approximately 525 hours to complete the course.

#### ***Machine Tool:***

This program is designed to supply students with sufficient skills to obtain entry-level employment in the machine tool field. Students will receive classroom and hands-on instruction in all areas of machine tool set-up and operation. Included is work on various grinders, mills, lathes, and saws, including Computer Numerical Control (CNC) and Computer Assisted Machines. Completion of the program takes an average of 750 hours.



#### ***Ophthalmic Lens Technology:***

The optical theory class is designed to give students a thorough grounding in the principles of optics. Upon successful completion of this 415-hour course, a student will receive a CTE certificate of completion



#### ***Optical Dispensing Technology:***

The core curriculum requires 360 hours of training, including 60 hours of hands-on. Students learn about the anatomy of the eye, eye diseases, and how to read the prescriptions and adjust them to meet the doctors requirements. Upon completion, students receive a certificate and the opportunity to take a test through the American Board of Optometry to gain national certification as an optical dispenser.